

Guide to Electronically Submitting Fee Waiver and Deferral Applications in File & Serve

This guide will walk you through how to electronically submit a fee waiver and deferral application form to Oregon’s circuit courts and the Oregon Tax Court through File & Serve. Before starting this process, prepare the documents you would like to submit to the court, fill out the “Application and Declaration for Deferral or Waiver of Fees”, and fill out the top portion of the “Order Regarding Deferral of Fees”. They must all be submitted at the same time. The Oregon Judicial Department’s fee waiver and deferral application forms and instructions can be found on the [OJD Forms Website](#).

1. [How to Create a New File & Serve Account](#)
2. [How to Create a Waiver Payment Account](#)
3. [How to Submit a Fee Waiver or Deferral Application into a New Case](#)
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How to Create a New File & Serve Account

You must create a File & Serve account before you can electronically submit you document(s) and application. This is the website that is used to electronically submit documents to Oregon circuit courts and the Oregon Tax Court.

1. Navigate to Oregon’s File & Serve Website: <https://oregon.tylerhost.net/ofsweb> and select “Register”.



Oregon Judicial Department File & Serve

A screenshot of the Oregon Judicial Department File & Serve website. The page has a dark header with the text "Court Information". Below the header, there is a white box containing the text "Welcome to OJD HTML 5 eFiling Site" and a red notice: "Attention all filers: eFiling Technical Support will be changing hours of operation from 5am-7pm PDT to 5am-5pm PDT beginning 3/26/2020". Below this notice, there is a link to "https://www.courts.oregon.gov/Pages/fees.aspx" and a small "eCheck" link. The main content area is divided into two columns: "Actions" and "Self Help". Under "Actions", there are two icons: a blue padlock icon labeled "Sign In" and a green document icon with a pencil labeled "Register". The "Register" icon is highlighted with a red border. The "Self Help" column is currently empty.

2. Fill-in Registration Information and click “Next”.

Register

[User Information](#) > [Firm Information](#) > [Terms and Conditions](#) > Complete

First Name Middle Last Name

Email Address Password

Security Question
Enter a simple question that can only be answered by you. Example: High School Mascot

Security Answer

Next

3. Select the type of account you would like to create. If you are representing yourself, register for a “Self-Represented Account”. Then, fill-in “Contact Information” and click “Next”.

Register

[User Information](#) > [Firm Information](#) > [Terms and Conditions](#) > Complete

Registration Options

Register for a Firm Account

Perfect for:

- Attorneys
- Firms with multiple filers
- Solo Attorney Practitioners

Register for a Self-Represented Account

Perfect for:

- Pro Se Filers
- Process Servers
- Landlords / Tenants

Contact Information

Country

Address Line 1

City State

Zip Code Phone Number

Previous Next

4. Review the “File & Serve Usage Agreement” and click “I Agree – Create My Account” if you accept the terms.

Register

User Information > Firm Information > Terms and Conditions > Complete

Revised November 14, 2019
Registered User Click-Thru License

Odyssey File & Serve Usage Agreement

Welcome to the online services of Tyler Technologies for the Judicial Branch of the State of Oregon. Please read this Agreement carefully. It governs Your access to and use of the Odyssey File& Serve application through the Tyler Technologies Internet Site. Your use of the Tyler Technologies Site and/or other Tyler products is conditioned upon Your acceptance of this Agreement. By clicking on the “I Accept” button or similar button, You are agreeing to be legally bound by all of the terms and conditions of this Agreement. If You are acting as an employee, You agree that this Agreement will bind Your employer and that You are authorized to do so. As used in this Agreement, “You” or “Your” includes You and Your employer. Notwithstanding any terms to the contrary in this Agreement, if Your employer is a Public Body (as defined in ORS 174.109), Your agreement to this Agreement will bind Your employer only if You have the actual authority to do so.

Section

1. Definitions Section
2. License; Restrictions on Use Section
3. Access to the Tyler Internet Site Section
4. Limitations on Use Section
5. Representations and Warranties
6. Fee Schedule
7. Proprietary Rights
8. Disclaimers and Limitations
9. Your Warranties and Indemnification
10. Limitations of Liability
11. Mediation
12. Miscellaneous

Section 1. Definitions

The following terms have the following meanings in this Agreement:

Previous [I Agree - Create My Account](#)

5. Check your email for a “New User Activation” email. Click on the link to activate your account.



New User Activation

You have been registered with the E-Filing System. Please, click on the link below to activate your account.

[Click to Activate Account](#)

Please update your password after you log into your account.

For technical assistance, contact your service provider

Odyssey File & Serve

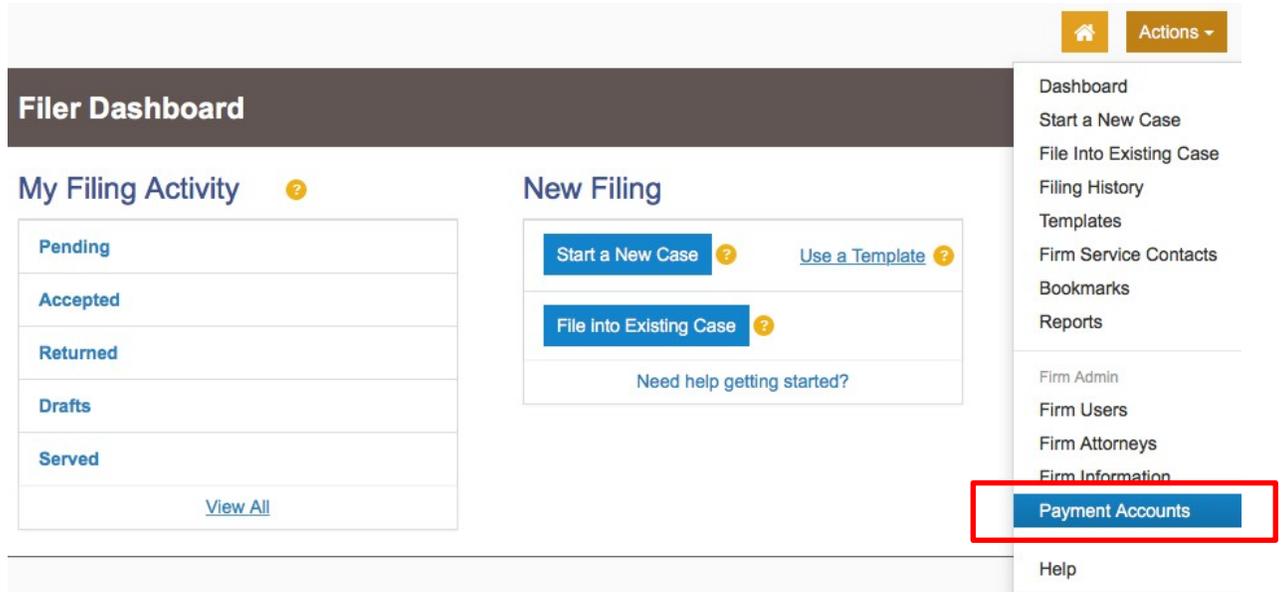
(800) 297-5377

Please do not reply to this email. It was automatically generated.

How to Create a Payment Account

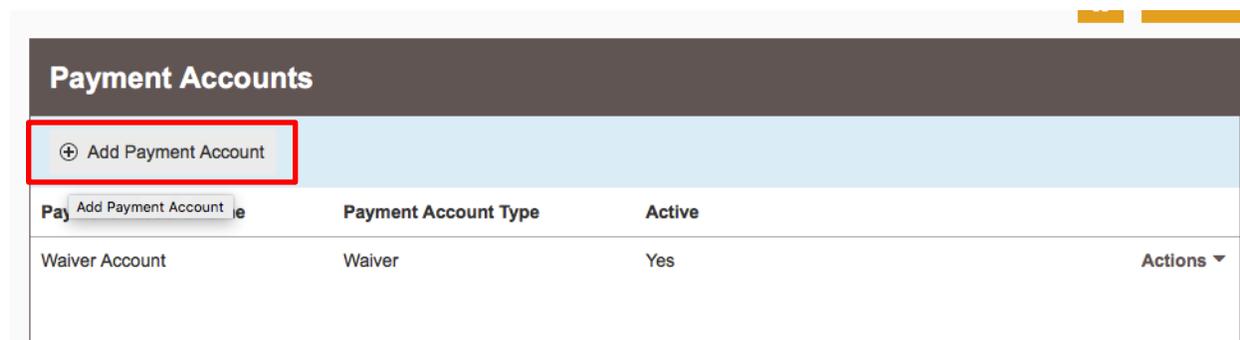
It does not cost anything to create a File & Serve account, but a “Payment Account” is required to submit a filing. This guide will show you how to create a “Waiver” account, which will allow you to submit your documents without entering payment information. However, if your request for a fee waiver or deferral is denied you will have to pay the filing fee.

1. Click on Orange “Actions” tab located in the upper right-hand corner of the main File & Serve Screen and select “Payment Accounts”.



The screenshot shows the 'Filer Dashboard' interface. In the top right corner, there is an orange 'Actions' dropdown menu. The menu items are: Dashboard, Start a New Case, File Into Existing Case, Filing History, Templates, Firm Service Contacts, Bookmarks, Reports, Firm Admin, Firm Users, Firm Attorneys, Firm Information, **Payment Accounts** (highlighted with a red box), and Help. The main dashboard area contains sections for 'My Filing Activity' (with buttons for Pending, Accepted, Returned, Drafts, Served, and a View All link) and 'New Filing' (with buttons for Start a New Case, Use a Template, File into Existing Case, and a link for Need help getting started?).

2. Click “Add Payment Account”.



The screenshot shows the 'Payment Accounts' page. At the top, there is a light blue header with the text 'Payment Accounts'. Below the header, there is a button labeled '+ Add Payment Account' which is highlighted with a red box. Below the button is a table with the following columns: 'Payment Account Name', 'Payment Account Type', 'Active', and 'Actions'. The table contains one row with the following data: 'Waiver Account', 'Waiver', 'Yes', and 'Actions'.

Payment Account Name	Payment Account Type	Active	Actions
Waiver Account	Waiver	Yes	Actions ▾

3. Name the Payment Account

1 - 1 of 1 items

Payment Account Name

Waiver Account

Payment Account Type

Click to select Payment Account Type

Click to select Payment Account Type

Credit Card

eCheck

Waiver

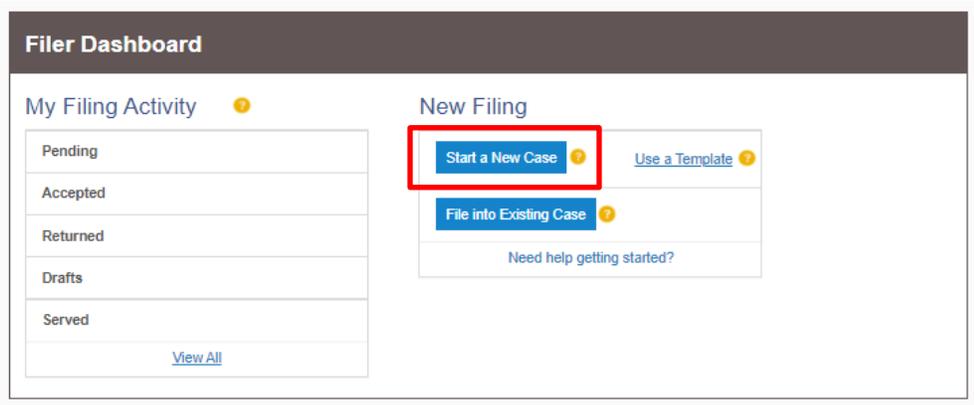
Undo Save Changes

4. Select the “Waiver” Payment Account Type (Note: Credit Card and eCheck options are also available).
5. Enter details about the Payment Account (none are required for a waiver account).
6. Click “Save Changes”.

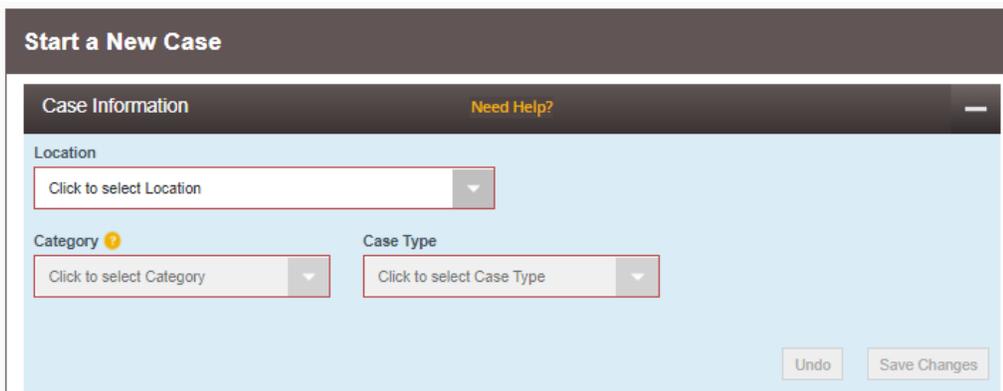
How to Submit a Fee Waiver or Deferral Application into a New Case

If the documents you intend to file would start a new case, you will need to “Start a New Case” in File & Serve. Be prepared to provide some additional information about the case, such as the case type and party information.

1. Select “Start a New Case”.



2. Under “Location”, select the court location where you would like to file your case. The options include Oregon circuit courts and the Oregon Tax Court.



3. Select the “Category” and “Case Type”. This will differ depending on the type of case you would like to file. Common case categories and types include:

- Family – Dissolution,
- Family – Petition Custody/Support/Visitation,
- Civil – Contract
- Civil – Small Claims
- Civil – Identity Record
- Probate or Mental Health – Estate General
- Probate or Mental Health – Small Estate

- Next you will need to provide information for each party to the case. Please enter your contact information when adding yourself so court staff can contact you if they have questions about your application. Click “Save Changes” before moving on to the next party.

The screenshot shows a 'Party Information' form with a table at the top and a detailed form below. The table has columns for 'Party Type', 'Party Name', and 'Lead Attorney'. Two rows are visible: 'Petitioner' and 'Respondent', both marked as 'Required Party'. Below the table, there is a section titled 'Enter details for this Party' with a checkbox for 'Party is a Business/Agency'. The form includes input fields for 'First Name', 'Middle Name', 'Last Name', 'Suffix', 'Email Address', 'Country' (set to 'United States of America'), 'Address Line 1', 'Address Line 2', 'City', 'Region' (with a 'Click to select State' dropdown), 'Postal Code', and 'Phone Number'. A 'Lead Attorney' dropdown is also present. At the bottom right, there are 'Undo' and 'Save Changes' buttons, with the latter highlighted by a red box.

- Each case type is automatically configured to have two parties. You can add more parties by selecting the “Add Another Party” option.

The screenshot shows the 'Party Information' form with the table populated with two parties: 'Petitioner' (Homer Simpson) and 'Respondent' (Marge Simpson). Both are marked as 'Required Party'. The 'Add Another Party' button at the bottom right is highlighted with a red box.

- In the "Filings" Tab, select the "Application – Fee Waiver/Deferral – AEFD" filing code for the fee waiver and deferral application. Click and drag your application to the box under "Lead Document" or upload your application by selecting the box to use the search function, once the document is uploaded click "Save Changes".

The screenshot shows the 'Filings' form with the following fields and options:

- Filing Type:** EFile
- Filing Code:** Application – Fee Deferral/Waiver - AEFD (with a dropdown menu open showing options like 'Arbitration - Amended Award - ABAM - \$281.00', 'Arbitration - Arbitrator's Time Utilized - ABTU', 'Arbitration - Award - ABAW', 'Arbitration - Award Appeal - ABAP - \$159.00', and 'Arbitration - Notice of Settlement')
- Client Reference Number:** [Empty text box]
- Courtesy Copies:** [Empty text box]
- Filing on Behalf of:** [Text box with placeholder: 'Select the parties you are filing on behalf of']
- Lead Document (Required):** Computer [Upload icon]
- Buttons:** Undo, Save Changes

- Select "Add Another Filing" to submit your proposed order. Select the "Order – Proposed – PPOR" filing code and follow the steps above to add your proposed order.

The screenshot shows the 'Filings' table with the following columns and data:

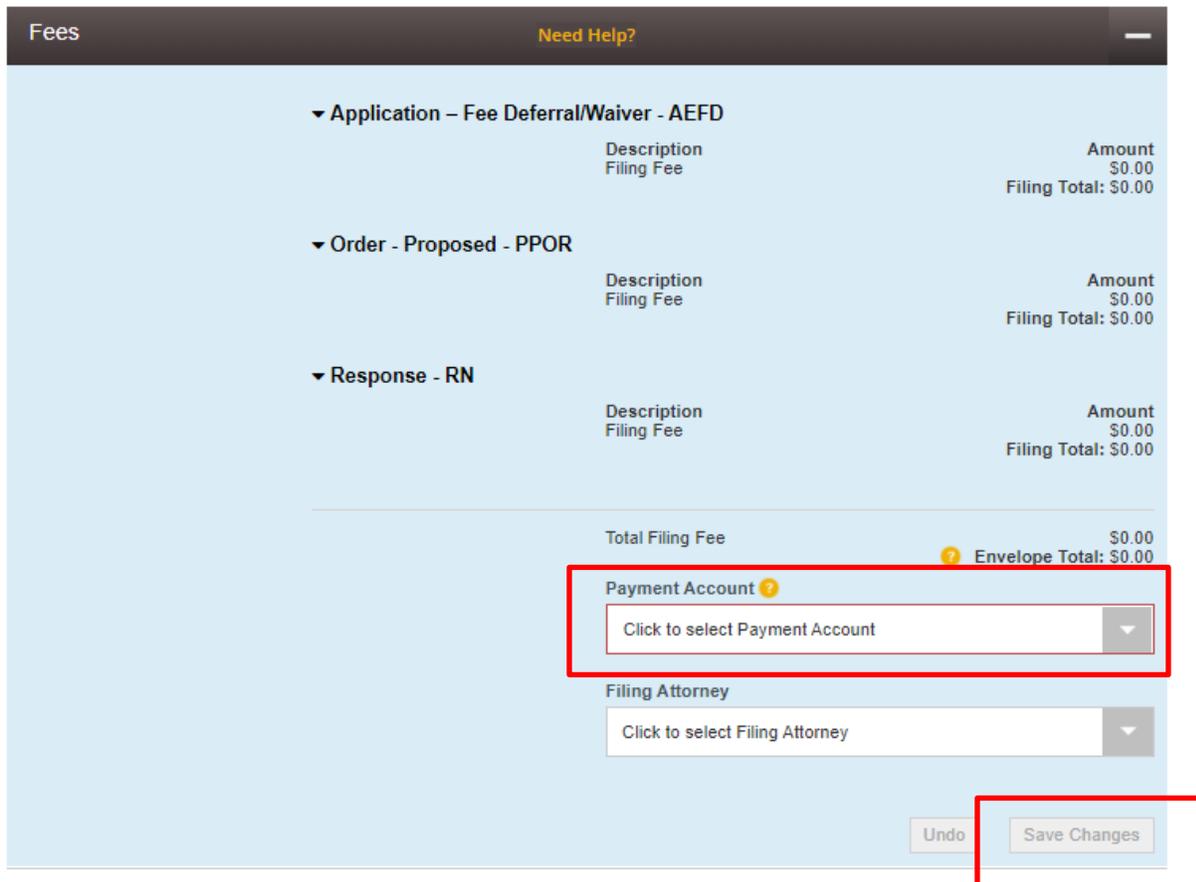
Filing Code	Client Ref #	Filing Description
Application – Fee Deferral/Waiver...		

Buttons: + Add Another Filing

8. Select “Add Another Filing” to upload your pleadings and other supporting documents using the steps outlined above. Choose the filing code(s) that most closely match the document(s) you intend to submit. If you have questions on which filing code to use you can contact the court you are submitting the documents to (see [Contact Information](#) section below).



9. Under the “Fees” header, use the “Payment Account” dropdown to select the waiver account you created earlier and click “Save Changes”.



10. Select "Summary" to review the electronic "envelope" you created.

Envelope Total: \$0.00
Waiver selected

Payment Account 
Waiver

Filing Attorney
Click to select Filing Attorney

Undo Save Changes

Save as Draft **Summary**

11. Review your "envelope" and select "Submit"

Case Information

Location Baker	Category Family	Case Type Dissolution
Case Initiation Date 1/7/2022	Case # 22DR00001	

Party Information

Party Type	Party Name	Lead Attorney
Petitioner	Homer Simpson	
Respondent	Marge Simpson	

Filings

Filing Code	Client Ref #	Filing Description
Application - Fee Deferral/Waiver - AEFD		
Order - Proposed - PPOR		
Response - RN		

Fees

▼ Application - Fee Deferral/Waiver - AEFD		Amount
Description	Filing Fee	\$0.00
Filing Total:		\$0.00
▼ Order - Proposed - PPOR		Amount
Description	Filing Fee	\$0.00
Filing Total:		\$0.00
▼ Response - RN		Amount
Description	Filing Fee	\$0.00
Filing Total:		\$0.00
Total Filing Fee		\$0.00
Envelope Total:		\$0.00
		Waiver selected

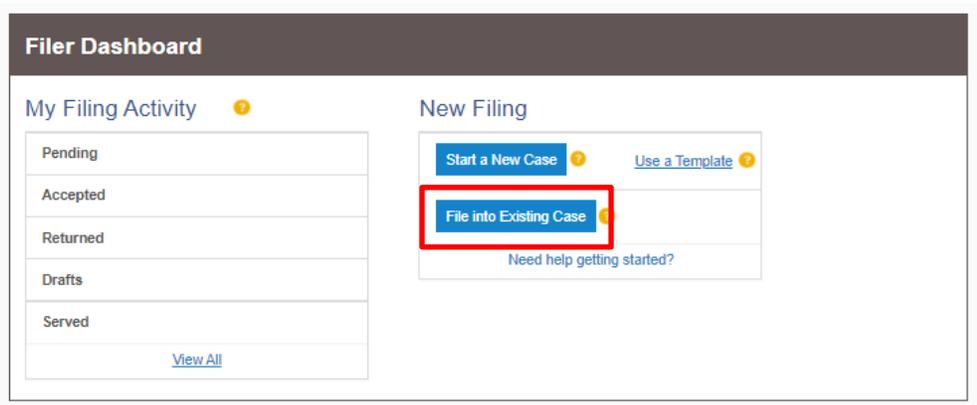
Payment Account: Waiver

Back **Submit**

How to Submit a Fee Waiver or Deferral Application into an Existing Case

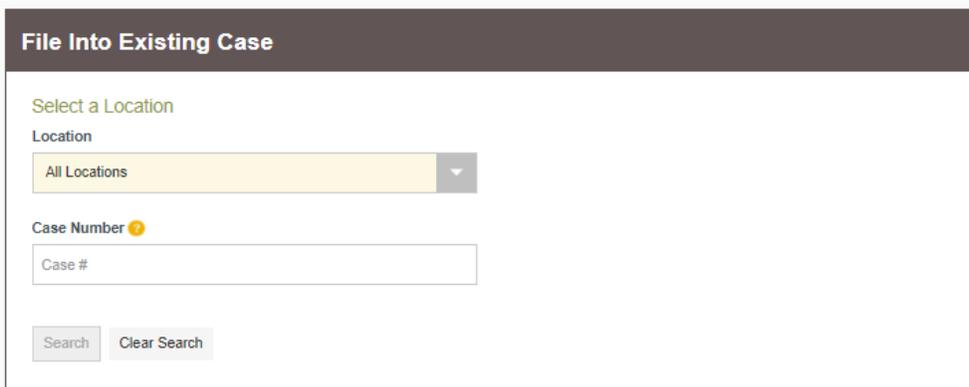
You will need your case number to submit documents to an existing case. If you do not know your case number, you can search for it using [OJD's Free Online Records Search](#).

1. From File & Serve, select "File into Existing Case".

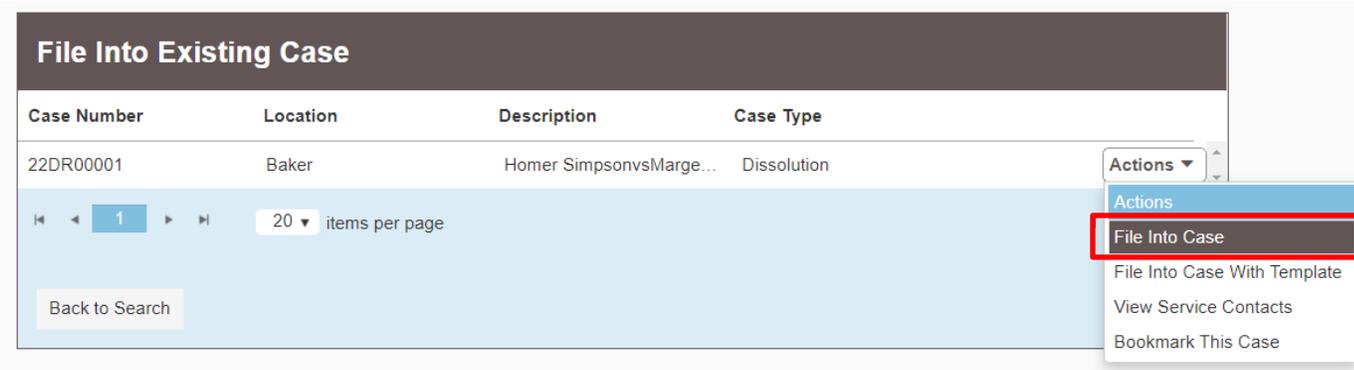


2. Enter the "Location" and your "Case Number", then click "Search".

(Note: Select "All Locations" if you are unsure where the case is filed, it will search the whole state)



3. Select the "Actions" dropdown and click "File Into Case".



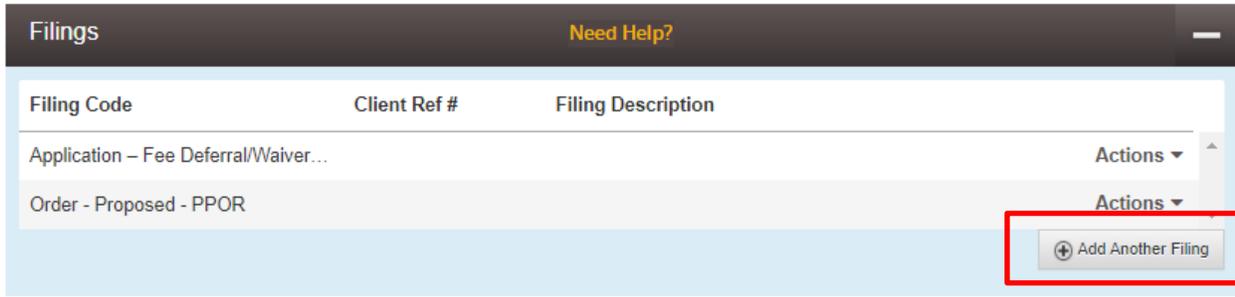
4. In the "Filings" Tab, select the "Application – Fee Waiver/Deferral – AEFD" filing code for the application. Click and drag your application to the box under "Lead Document" or upload your application by selecting the box to use the search function, once the document is uploaded click "Save Changes".

The screenshot shows the 'Filings' tab interface. At the top, there is a 'Need Help?' link. Below it, the heading 'Enter the details for this filing' is displayed. The form includes several fields: 'Filing Type' (set to 'EFile'), 'Filing Code' (set to 'Application – Fee Deferral/Waiver - AEFD'), 'Client Reference Number', 'Courtesy Copies', and 'Filing on Behalf of'. A dropdown menu for 'Filing Code' is open, showing a search bar and a list of options including 'Application – Fee Deferral/Waiver - AEFD', 'Arbitration - Amended Award - ABAM - \$281.00', 'Arbitration - Arbitrator's Time Utilized - ABTU', 'Arbitration - Award - ABAW', 'Arbitration - Award Appeal - ABAP - \$159.00', and 'Arbitration - Notice of Settlement'. Below these fields is the 'Lead Document (Required)' section, which contains a 'Computer' upload area with a red box around it. At the bottom right of the form, there are 'Undo' and 'Save Changes' buttons, with the latter also highlighted by a red box.

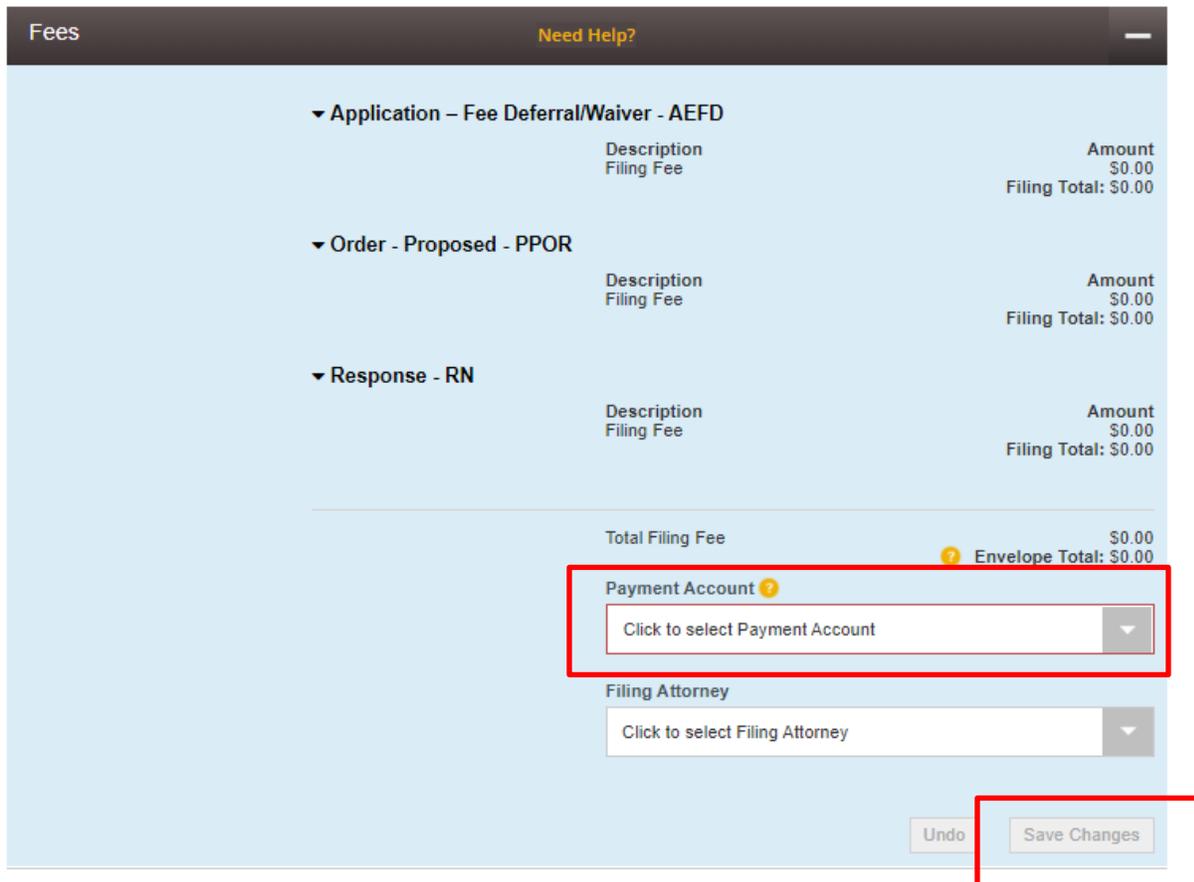
5. Select "Add Another Filing" to submit your proposed order. Select the "Order – Proposed – PPOR" filing code and follow the steps above to add your proposed order.

The screenshot shows the 'Filings' tab interface with a table of filings. The table has three columns: 'Filing Code', 'Client Ref #', and 'Filing Description'. The first row contains the text 'Application – Fee Deferral/Waiver...'. At the bottom right of the table, there is a button labeled 'Add Another Filing' with a plus sign icon, which is highlighted by a red box.

6. Select “Add Another Filing” to upload your pleadings and other supporting documents using the steps outlined above. Choose the filing code(s) that most closely match the document(s) you intend to submit. If you have questions on which filing code to use you can contact the court you are submitting the documents to (see [Contact Information](#) section below).



7. Under the “Fees” header, use the “Payment Account” dropdown to select the waiver account you created earlier and click “Save Changes”.



8. Select "Summary" to review the electronic "envelope" you created.

Envelope Total: \$0.00
Waiver selected

Payment Account 
Waiver

Filing Attorney
Click to select Filing Attorney

Undo Save Changes

Save as Draft **Summary**

9. Review your envelope and select "Submit".

Case Information

Location Baker	Category Family	Case Type Dissolution
Case Initiation Date 1/7/2022	Case # 22DR00001	

Party Information

Party Type	Party Name	Lead Attorney
Petitioner	Homer Simpson	
Respondent	Marge Simpson	

Filings

Filing Code	Client Ref #	Filing Description
Application - Fee Deferral/Waiver - AEFD		
Order - Proposed - PPOR		
Response - RN		

Fees

▼ Application - Fee Deferral/Waiver - AEFD		Amount
Description	Filing Fee	\$0.00
Filing Total:		\$0.00
▼ Order - Proposed - PPOR		Amount
Description	Filing Fee	\$0.00
Filing Total:		\$0.00
▼ Response - RN		Amount
Description	Filing Fee	\$0.00
Filing Total:		\$0.00
Total Filing Fee		\$0.00
Envelope Total:		\$0.00
		Waiver selected

Payment Account Waiver

Back **Submit**

Next Steps

Once you have submitted your application, proposed order, and the documents you would like to be filed with the court, you will receive an email from no-reply@efilingmail.tylertech.cloud for each document you have submitted. Then, you will receive two email notifications letting you know that your application and proposed order have been accepted. The court cannot accept your other documents until a waiver or deferral has been granted, or the filing fee has been paid.

The court will review your application and decide whether to grant a waiver or deferral. If the court grants a waiver or deferral, you will receive another email notification letting you know that your other documents have been accepted. If a deferral is granted, the court may contact you to set up a payment plan. Please note that it is possible that the court could grant a waiver or deferral and reject the other documents you submitted. If that happens, you will receive an email notification indicating what needs to be corrected. Follow the instructions provided by the court and resubmit your documents into the same case.

If your request for a waiver or deferral is denied, court staff will contact you to provide you with an opportunity to pay the filing fee. If you pay the filing fee, your documents will be accepted, and you will receive an email confirming that the documents were accepted. If you do not pay the filing fee, your documents will be rejected. You will also receive an email indicating that your application was denied and that you must pay the filing fee to file your documents with the court. If your documents are rejected and you were attempting to file a new case, you will need to resubmit them into a new case.

Contact Information

For questions related to specific cases or court processes, contact the court you are submitting your documents to. Oregon circuit court and Tax Court contact information can be found here: <https://www.courts.oregon.gov/courts/Pages/default.aspx>

For questions related to how to use File & Serve and general electronic filing processes, contact Sam Dupree:

Email: L.S.Dupree@state.or.us

Phone: 1.971.283.1133

For questions related to File & Serve account management and technological issues, contact Tyler Technologies:

Chat/Email: <https://odysseyfileandserve.zendesk.com/hc/en-us/requests/new>

Phone: 1.800.297.5377